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**Supervisor Term Checklist**

## **Employee Information**

Name: **Click here to enter text.** NetID: **Click here to enter text.**

Last Day at Work: **Click or tap to enter a date.** Title: **Click here to enter text.**

Supervisor: **Click here to enter text.** Department / Division: **Click here to enter text.**

Resignation Letter: [ ]  Yes [ ]  No Will this position be backfilled: [ ]  Yes [ ]  No

## **Termination Details / Logistics**

Internal University Dept. Transfer: [ ]  Yes [ ]  No -- If Yes, New Dept: **Click here to enter text.**

Paid Parental 30 Day Obligation: [ ]  Yes [ ]  No [ ]  N/A

End all UA Employment: [ ]  Yes [ ]  No Official UA Retirement: [ ]  Yes [ ]  No

Is Employee a supervisor: [ ]  Yes [ ]  No -- If Yes, List Direct Reports: **Click here to enter text.**

Who should leave requests and time sheets go to: **Click here to enter text.**

Has the new supervisor completed the FLSA Tutorial to be an authorized Time Approver: [ ]  Yes [ ]  No

## **Miscellaneous Items**

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| --- |
| [ ]  Review Employee Info Sheet from Financial Services (FNSV) HR Team or [ ]  N/A for Shared Services Clients |
| [ ]  Have FNSV Remove employee UAccess Accesses or [ ]  N/A |
| [ ]  Building Accesses Removed or [ ]  N/A | [ ]  Door and desk keys returned |
| [ ]  Retrieve voice mail pass code:  | [ ]  PCard or [ ]  N/A |
| [ ]  Technology Allowances or [ ]  N/A | [ ]  Long Distance Code or [ ]  N/A |
| [ ]  Personal Property Removed | [ ]  Removed from Dept. Distro lists, Financials Groups, etc. |
| [ ]  University Property Returned |  |

Additional Notes:

[enter additional notes here]

Submitted by: **Click here to enter text.** Date Submitted: **Click or tap to enter a date.**